

210 PREAPPROVAL VISIT

The sponsor must conduct a preapproval visit and provide CCFP training for all new sites before they can be submitted as an “add” through the change request process (see section 240). Some of the training topics may include:

- How to complete and certify center eligibility applications (CEAs)
- How to do meal counts at the point of service
- How to check meals for correct temperature and quantity when delivered
- What to do with records at the end of the month
- How to measure and serve the quantities needed to meet the CCFP Meal Patterns
- How to serve family-style meals
- What constitutes the CCFP Meal Patterns
- Where to display the civil rights poster
- How to have a center that is healthy and safe

211 Recruitment (SOIC see Supplement 211)

212 Transfer Policy (SOIC see Supplement 212)

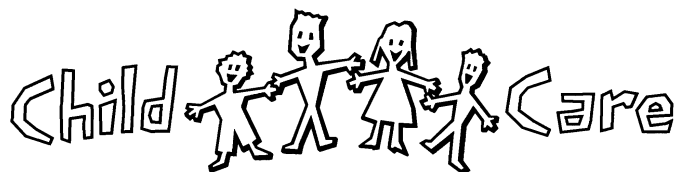
220 MONITORING VISITS (SOIC see Supplement 220)

Monitoring the food program operation is required three times each program year (October – September) with no more than six months between visits. *Two of the three monitoring visits must include a meal observation.*

The sponsor must monitor a new site within the first six weeks after meals are being claimed to be sure program requirements are being met. Such monitoring also provides an opportunity to address any questions the site staff may have about the program. In addition to the topics addressed in Section 210, the sponsor must complete the Site Monitor Report (see Appendix 200). This six-week followup visit can count as one of the three required during the program year.

The sponsor should:

- Record all meal observations and make recommendations on the Site Monitor Report.
- Check meal attendance records and menus to ascertain they are up to date. (Be sure the site has noted any menu changes – if the food served varies from the planned menu).
- Check attendance by comparing the names and ages of the children present to the enrollment forms. If there is no enrollment form for a child present, the meals must be disallowed.
 - Check for license capacity compliance. Overcapacity must be reported to DSS.



- Review menu production records (MPRs) to determine whether proper quantities have been prepared and the CCFP Meal Pattern is met.
- Verify meal counts.
- Verify eligibility.
- Complete the Site Monitoring Report.
- Observe health and safety issues (i.e., providing a clean and safe environment, children washing hands before meals, and so forth).

Note: There are no disallowances for record keeping or menu violations during the first six weeks of participation.

230 ANNUAL TRAINING

Sponsors must provide training annually to all participating sites. They may establish their own training requirements that surpass federal regulations, but cannot subcontract their responsibility for this training. They may contract with a qualified speaker to present a particular topic or portion of the training (see section 232).

Sponsors may offer a variety of training opportunities at various locations and times each year for new and experienced staff. This training may be on CDE/CCFP topics such as policies and procedures, nutrition, safety and sanitation, food buying, food preparation, service and storage, label reading, or creative cooking.

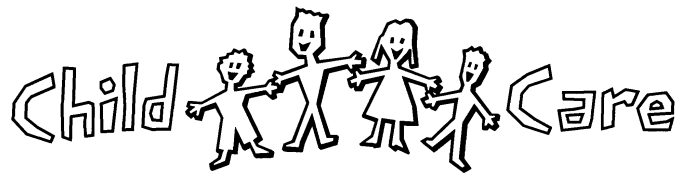
231 Possible Topics for Training New and Experienced Staff:

A. Record keeping Requirements

- How and when to take attendance
- How and when to take meal counts
- How to certify Center Eligibility Applications (CEAs)
- What to check and sign for vended meals
- How to complete the Claim for Reimbursement
- What to do with records at the end of the month
- Point of service count

B. Meal Requirements

- Methods of meal service that ensure enough food is available or on the table to meet the CCFP Meal Pattern requirements for each meal
- Meeting minimum meal requirements



C. Handling Food Equipment Safely

- Washing tables before meal service
- Hand washing
- Cleanup and storage of leftovers
- Safe temperatures for holding food
- Safe storage of food
- Proper dishwashing methods

D. Feeding Children

- All meal components must be served at the same time.
- Children should be encouraged to try new foods.
- Children should be encouraged to eat a variety of foods.

Sponsors must document the date, location, topic, and participants in attendance for each session held. Attach the agenda to the documentation and retain for three years beyond the year of training.

232 Qualified Trainers

Professional staff members who are well-versed and experienced in the chosen topic may be contracted for conducting the training on that topic. Possible resources are:

Local health department
Local social services agency
Local hospital
American Red Cross
Nutritionist or Registered Dietitian
CDE Child Nutrition Consultant
Early childhood education teachers
County cooperative extension service
Community college staff
Department of Education staff

233 Training Expenses (SOIC see Supplement 233)

240 ADDING AND DROPPING SITES

The Schedule A identifies the sponsored sites approved by CDE/CCFP to participate. Meals served may be claimed for reimbursement only by sites approved by CDE/CCFP. The Schedule A must be kept up-to-date. Use the Center Site Change Request.